

Purchasing Department

245 DeKoven Drive, Room 112 Middletown, CT 06457 860.344.3465 phone 860.344.3561 fax purchase@MiddletownCT.gov

Dear Vendor,

We appreciate your company's interest in providing goods and/or services to the City of Middletown. In order to assure that all vendors are consistently notified of our requirements, we maintain an automated vendor and bid file. The City uses this bid file for all formal bids, as well as various quotations as needed.

The City of Middletown's bid limit is \$7,500. All products and services in excess of this amount shall be formally bid. Upon completion of this vendor application, a formal invitation to bid will be sent to your company during the bidding process for any commodities selected.

This vendor application was developed to assist the Purchasing Department to maintain the vendor list. If your company wishes to do business or wishes to continue to do business with the City of Middletown, this application must be completed and returned.

The application contains a general listing of goods and services. Please print it out and complete this listing by checking any commodity item that your company can provide to the City. When you return the completed form via fax, mail, or email, you will be sent a detailed list for each commodity class you select. When you receive this detailed list, we ask that you indicate the specific items or services your company can supply by circling the number of each appropriate item and return the form to us.

Please notify the Purchasing Department of any changes that may include change of name, address or telephone number, changes in personnel listed on this application and the addition or deletion of items you are interested in provided. You may do this by resubmitting this form, but checking off the appropriate box at the top of the application such as "Update" or "Add / Delete Commodities".

The City of Middletown appreciates your interest and looks forward to doing business with you. Your assistance will enable us to assure that each vendor is given equal consideration as well as assist us in managing our vendor file. Please contact the Purchasing Office at (860) 344-3465 if you have any questions.

Sincerely,

Donna L. Imme, CPPB Supervisor of Purchases



CITY OF MIDDLETOWN PURCHASING DEPARTMENT

245 DEKOVEN DRIVE, ROOM 112, MIDDLETOWN, CT 06457

<u>PH:</u> 860.344.3465 <u>FAX:</u> 860.344.3561 <u>EMAIL:</u> PURCHASE@MIDDLETOWNCT.GOV

Please check one:		VENDOR # _		
New Application	Add / Delete Commodities	Name / Address Change	Update	
PLEASE NOTE: All information below is required. Please do not leave any information blank. Thank you. 1. Name (As shown on your income tax return):				
2. Business Name (If different from Item #1 above):				
3. Mailing Address:	4. P	ayment Address (If different fr	om Item #3):	
Address		Address		
City, State and Zip		City, State and Zip		
5. Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box below. The TIN provided must match the name given on Item #1. For an individual, this number would be your social security number (SSN). For other entities, this number would be your Employer Identification Number (EIN).				
Social Security Number		tification Number		
6. Type of Organization: (Please Check One) — Individual / Sole Proprietor — Limited Liability Company — Corporation (Under the laws of the State of) — Non-Profit Organization				
7. Contact Information				
Contact Name:		Title:		
Phone Number:		Fax:		
Email Address:				
Website:				
SIGN HERE: I hereby certify that the above information is correct.				
Print or Type Name & Title Signa		nature	Date	
For Purchasing Use				
Date Received:	Date Commodity List Sent:	Commodity List Received:	Date Entered:	

COMMODITY CLASS LIST

PLEASE PLACE A CHECKMARK BY THE ITEMS YOU ARE INTERESTED IN SUPPLYING.

005 Abrasives 220 Controlling, Indicating, Measuring, Monitoring, & Recording Instruments and Supplies _010 Acoustical Tile, Insulating Materials, and Supplies 225 Coolers, Drinking Water _015 Addressing, Copying, Mimeograph, & Spirit Duplicating Machine Supplies: Chemicals, Inks, Paper, Etc. 232 Crafts. General **019** Agricultural Crops & Grains including Fruits, Melons. 233 Crafts, Specialized Nuts and Vegetables 240 Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, **020** Agricultural Equipment, Implements, and Accessories and Supplies _022 Agricultural Implement and Accessory Parts **245** Dairy Equipment and Supplies _025 Air Compressors and Accessories 250 Data Processing Cards and Paper ___031 Air Conditioning, Heating, and Ventilating: Equipment 255 Decals and Stamps Parts and Accessories (see related items in Class 740) **260** Dental Equipment and Supplies _035 Aircraft and Airport, Equipment, Parts and Supplies _265 Draperies, Curtains, & Upholstery Material (Including _037 Amusement, decorations, entertainment, toys, etc. Automobile Upholstery Material) _040 Animals, Live: Bees, Dogs, Fish, Livestock, and Poultry 269 Drugs and pharmaceuticals _045 Appliances and Equipment, Household Type ___270 Drugs, Pharmaceuticals and Biologicals (for Human _050 Art Equipment and Supplies Therapeutic use) __271 Drugs, Pharmaceuticals, & sets (for large-volume 052 Art Objects __055 Automotive Accessories - Automobiles, Buses, Trucks, Etc Administration, Infusion, Irrigation, & Tube Feeding) ___060 Automotive Maintenance Items, Repair & _280 Electrical Cables and Wires (not Electronic) Replacement Parts **285** Electrical Equipment & Supplies (except Cable & Wire) **065** Automotive Bodies Accessories, and Parts 287 Electronic Components, Replacement Parts, and _070 Automotive Vehicles & Related Transportation Equip Accessories: & Miscellaneous Electronic Equipment **075** Automotive Shop Equipment and Supplies 290 Energy Collecting Equipment & Accessories: Solar & Wind 080 Badges, Emblems, Name Tags and Plates, Jewelry, etc. 295 Elevators, Building Type _085 Bags, Bagging, Ties, and Erosion Control Equipment _300 Embossing and Engraving _090 Bakery Equipment, Commercial 305 Engineering Equipment, Surveying Equipment, _095 Barber and Beauty Shop Equipment and Supplies Drawing Instruments, and Supplies _099 Policy manuals 310 Envelopes, Plain or Printed 100 Barrels, Drums, Kegs, and Containers _315 Epoxy Based Formulations for Adhesives, Coatings, 105 Bearings (except Wheel Bearings & Seals-see 060) and Related Agents ___110 Belts, Conveyer, Elevator, Power Transmission & V-Belts 318 Fare Collection Equipment and Supplies ___115 Biochemicals, Research ___320 Fastening, Packaging, Strapping, Tying Equipment __120 Boats, Motors, and Marine and Wildlife Supplies _325 Feed, Bedding, Vitamins and Supplements for Animals **125** Bookbinding Supplies 330 Fencing ___135 Bricks, Stone, Other Clay Products, Refractory Materials _335 Fertilizers and Soil Conditioners 140 Broom, Brush, Mop Manufacturing Machinery & Supplies 340 Fire Protection Equipment and Supplies **145** Brushes (not otherwise classified) __345 First Aid and Safety Equipment and Supplies 150 Builder's Supplies (except Nuclear and Welding) ___155 Buildings and Structures: Fabricated and Prefabricated _350 Flags, Flag Poles, Banners, and Accessories 160 Butcher Shop and Meat Processing Equipment **360** Floor Covering, Floor Covering Installation and 165 Cafeteria and Kitchen Equipment, Commercial Removal Equipment, and Supplies _175 Chemical Laboratory Equipment and Supplies 365 Floor Maintenance Machines, Parts, and Accessories ___**180** Chemical Raw Materials (in Large Quantities Primarily **370** Food Processing and Canning Equipment and Supplies for Manufacturing Janitorial and Laundry Products) 375 Foods: Bakers Products (Fresh) ___190 Chemicals and Solvents, Commercial (in bulk) _380 Foods: Dairy Products (Fresh) ___192 Cleaning Compositions, Detergents, Solvents **385** Foods: Freeze-Dried, Frozen and Prepared Ready-to-Eat And Strippers (Prepackaged) 390 Foods: Perishable _193 Clinical Laboratory Reagents and Tests (Blood Grouping, 393 Foods: Staple Grocery and Grocer's Miscellaneous Diagnostic, Drug Monitoring, etc.) __395 Forms, Continuous: Computer Paper, Form Labels, 195 Clocks, Timers, Watches, Watchmakers' Tools & Equip. Snap-Out Forms, and Folders for Forms _200 Clothing, Apparel, Uniforms, and Accessories _400 Foundry Castings, Equipment, and Supplies __405 Fuel, Oil, Grease and Lubricants **_204** Computer Hardware / Peripherals for Microcomputers ___205 Computers & Information Processing Systems: Hardware 410 Furniture: Health Care and Hospital Facility 415 Furniture: Laboratory Items, Software, Peripherals, Related Materials 420 Furniture: Cafeteria, Chapel, Dormitory, Household, _206 Hardware/peripherals for Mini & Mainframe Computer Library, Lounge, School 207 Computer accessories and supplies **208** Preprogrammed Computer software for microcomputers 425 Furniture: Office _209 Preprogrammed software - mini & mainframe computers 430 Gases, Containers, Equipment: Laboratory, Medical and _210 Concrete & Metal Culverts, Pilings, Pipe, Septic Tanks And Welding

and Supplies

435 Germicides, Cleaners, and Related Sanitation Products

For Health Care Personnel

440 Glass and Glazing Supplies	685 Poultry Equipment and Supplies	
445 Powered and Non-Powered Hand Tools, & Accessories	690 Power generation equipment, accessories, and supplies	
450 Hardware and Related Items	691 Power transmission equipment-electrical, Mechanical	
460 Hose, Accessories and Supplies: Industrial,	Air and Hydraulic	
Commercial and Garden	700 Printing Plant Equipment and Supplies (except Papers)	
465 Hospital / Surgical Equipment, Instruments, & Supplies		
470 Hospital Equipment and Supplies: Mobility, Speech	Typesetting, and Preparing Mats, Negatives, and Plates	
Impaired, and Restraint Items	710 Prosthetic Devices, Hearing Aids, Auditory Testing	
475 Hospital, Surgical, and Related Medical Accessories	Equipment, Electronic Reading Devices, etc.	
And Sundry Items	715 Publications and Audiovisual Materials (Prepared	
485 Janitorial Supplies, General Line	Materials only, not Equipment, Supplies, or Production)	
490 Laboratory Equipment and Accessories for General	720 Pumping Equipment and Accessories	
Analytical and Research Use) Nuclear, Optical, Physical	725 Radio Communication, Telephone, & Telecommunication	
493 Laboratory Equipment and Accessories: Biochemistry	Equipment, Accessories, and Supplies	
Chemistry, Environmental Science, etc.		
495 Laboratory and Field Equipment and Supplies: Biology		
	Measuring, & Analyzing Equipment, Accessories/Supplies	
Botany, Geology, Microbiology, Zoology, etc.	735 Rags, Shop Towels, and Wiping Cloths	
500 Laundry and Dry Cleaning Equipment, Accessories,	740 Refrigeration Equipment and Accessories	
And Parts (Non-Agricultural Applications	745 Road and Highway Building Materials (Asphaltic)	
505 Laundry and Dry Cleaning Compounds and Supplies	750 Road and Highway Building Materials (not Asphaltic)	
510 Laundry Textiles and Supplies	755 Road and Highway Equipment and Parts: Asphalt	
515 Lawn Maintenance Equipment, Accessories, and Parts	and Concrete Handling and Processing	
(Non-Agricultural Applications)	760 Road and Highway Equipment: Earth Handling,	
520 Leather and Related Equipment, Products, Accessories,	Grading Moving, Packing, etc.	
And Supplies	765 Road and Highway Equipment (except Asphalt, Concrete,	
525 Library and Archival Equipment, Machines, and Supplies	And Earth Handling Equipment- Classes 755 and 760)	
530 Luggage, Brief Cases, Purses and Related Items	770 Roofing (except Wood-see Class 540)	
540 Lumber and Related Products	775 Salt (Sodium Chloride) (except Table-see Class 393)	
545 Machinery and Hardware, Industrial	780 Scales and Weighing Apparatus (see 175-08 for	
550 Markers, Plaques, Signs, and Traffic Control Devices	Laboratory Balances)	
555 Marking and Stenciling Devices	785 School Equipment and Supplies	
556 Mass Transportation-Transit Bus		
557 Mass Transportation-Transit Bus Accessories and Parts		
558 Mass Transportation-Rail Vehicles and Systems	800 Shoes and Boots	
559 Mass Transportation Rail Vehicle Parts and Accessories	801 Signs, Sign materials, Sign making equipment, Etc.	
560 Material Handling & Storage Equipment & Allied Items	803 Sound Systems, Components, and Accessories:	
565 Mattress Manufacturing Machinery and Supplies	Group Intercom, Music, Public Address, etc.	
570 Metals: Bars, Plates, Rods, Sheets, Strips, Structural	805 Sporting and Athletic Goods	
Shapes, Tubing and Fabricated Items	810 Spraying Equipment (except Household, Nursery	
575 Microfiche/Microfilm Equipment, Accessories, & Supplies	Plant, and Paint)	
578 Miscellaneous Products	815 Steam / Hot Water Fittings, Accessories, & Supplies	
580 Musical Instruments, Accessories, and Supplies	820 Steam Boilers Steam Heating, & Power Plant	
590 Notions and Related Sewing Accessories and Supplies	Equipment and Repair	
595 Nursery Stock, Equipment, and Supplies	825 Stockman Equipment and Supplies	
600 Office Machines, Equipment, and Accessories	830 Mobile, Portable, and Stationary Tanks	
605 Office Mechanical Aids, Small Machines, & Apparatuses	(Metal, Wood, and Synthetic Materials)	
610 Office Supplies: Carbon Paper and Ribbons, all Types	832 Tape (not Data Processing, Measuring, Optical	
615 Office Supplies, General	Sewing, Sound, or Video)	
620 Office Supplies: Erasers, Inks, Leads, Pens, Pencils, etc.	840 Television Equipment and Accessories	
625 Optical Equipment, Accessories, and Supplies	845 Testing Apparatus and Instruments	
630 Paint, Protective Coating, Varnish, Wallpaper, Etc.	850 Textiles, Fibers, Household Linens, and Piece Goods	
635 Painting Equipment and Accessories	855 Theatrical Equipment and Supplies	
640 Paper and Plastic Products, Disposable	860 Tickets, Coupons Books, Sales Books, Script Books	
645 Paper (for Office and Print Shop use)	863 Tires and Tubes	
650 Park, Playground, and Swimming Pool Equipment	864 Train Controls, Electronic	
652 Personal hygiene and grooming equipment and supplies	865 Twine	
655 Photographic Equipment and Supplies (Not inc. Graphics,	870 Venetian Blinds, Awnings, and Shades	
Arts, Microfilm, and X-Ray)	875 Veterinary Equipment and Supplies	
658 Pipe and tubing	880 Visual Education Equipment and Supplies (except	
659 Pipe and tubing fittings	Projection Lamps-see Class 285)	
665 Plastics, Resins, Fiberglass: Forming, Laminating, and	885 Water Treating Chemicals	
Molding Equipment, Accessories, and Supplies	890 Water Supply and Sewage Treatment (not for Air	
670 Plumbing Equipment, Fixtures, and Supplies	Conditioning, Steam Boiler, or Laboratory Reagent Water	
675 Poisons: Agricultural and Industrial	895 Welding Equipment and Supplies	
680 Police Equipment and Supplies	898 X-Ray & Other Radiological Equip. & Medical Supplies	
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